

## ECF Notice for Cases of Interest

Attorneys can receive Notices of Electronic Filing (NEFs) in cases, even if they are not representing a party in the case. To receive NEFs in such a case, please follow the steps below.

1. Go to <https://ecf.mdd.uscourts.gov/> and log in to CM/ECF (be sure to enter your CM/ECF login and password, not your PACER login and password).
2. Click **Utilities** on the blue menu bar.
3. Under the heading *Your CM/ECF Account*, click the link **Maintain Your Account**.
4. A screen similar to the example below will appear. Click the **Email information** button at the bottom.

**ECF** Civil Criminal Query Reports Utilities

**Maintain User Account**

Last name Mason First name Perry  
Middle name Generation  
Gender  ATY Type   
Title   
Bar number 00000 Type aty  
Prisoner id   Add Headers to PDF Documents  
Office Law Offices of Perry Mason  
Unit   
Address 1 123 Charles Street  
Address 2 Suite 9950  
Address 3   
City Baltimore State MD Zip 21201  
Country  County   
Phone 410.555.1234 Fax 410.555.4321  
Initials DOB End date

**Email information...** More user information...

Submit Clear

5. Click your email address on the left side of this screen:

**ECF** Civil Criminal Query Reports

### Email Information for Perry Mason

**Registered e-mail addresses**

Primary e-mail address:  
[perry.mason@mason.com](mailto:perry.mason@mason.com)

Secondary e-mail addresses:  
[add new e-mail address](#)

[Return to Person Information Screen](#) [Clear](#)

**Configuration options**

Select an e-mail address to configure.

6. As shown in the example below, information will appear on the right side of the screen. To add a case, enter a case number in the field circled below, then click **Find This Case**.

**ECF** Civil Criminal Query Reports Utilities Search Logout

### Email Information for Perry Mason

**Registered e-mail addresses**

Primary e-mail address:  
[perry.mason@mason.com](mailto:perry.mason@mason.com)

Secondary e-mail addresses:  
[add new e-mail address](#)

[Return to Person Information Screen](#) [Clear](#)

**Configuration options**

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

**Case-specific options**

Add additional cases for noticing  
 [Find This Case](#)

These cases will send notice *per filing*. (default method)

[Remove selected cases](#) [Change selected cases to notice as a summary report](#)

These cases will send notice *as a summary report*. (alternate method)

[Remove selected cases](#) [Change selected cases to notice per filing](#)

[Show all cases for this e-mail address](#) (Copy case lists from here)

7. **IF** more than one case number appears, place a check next to the correct case number.
8. Click the **Add case(s)** button:

The screenshot shows the ECF website interface for 'Email Information for Perry Mason'. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The page is divided into two main sections: 'Registered e-mail addresses' and 'Configuration options'. The 'Registered e-mail addresses' section shows the primary email address 'perry.mason@mason.com' and a link to 'add new e-mail address'. The 'Configuration options' section includes a text input field for the email address, radio buttons for 'Should this e-mail address receive notices?' (Yes/No), a dropdown for 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), radio buttons for 'In what format should notices be sent to this e-mail address?' (HTML/Text), and radio buttons for 'Should this e-mail address receive general announcement notices from this court?' (Yes/No). Below these are 'Case-specific options' including a text input for 'Add additional cases for noticing' with the value '1:21-cv-998', a red-bordered button labeled 'Add case(s)', and a list of cases with buttons for 'Remove selected cases' and 'Change selected cases to notice as a summary report'.

9. After clicking the Add case(s) button, the case number and name will appear in the area circled below. If you're already being noticed in other cases (including those for which you've entered your appearance), those cases will be included in the area circled below:

This screenshot shows the same ECF website interface as the previous one, but with the 'Case-specific options' section highlighted. The 'Add additional cases for noticing' text input field is now empty. Below it, the 'These cases will send notice per filing. (default method)' section shows a list of cases. The first case, '1:21-cv-00998 Smith v. Jones', is circled in red. The 'Remove selected cases' and 'Change selected cases to notice as a summary report' buttons are also visible.

10. To save this information to your CM/ECF account, do the following:
  - a. Click the button on the left, **Return to Person Information Screen**.
  - b. Click the **Submit** button.

**ECF** Civil Criminal Query Reports Utilities

**Maintain User Account**

Last name Mason First name Perry  
 Middle name Generation  
 Gender ATY Type  
 Title  
 Bar number 00000 Type aty  
 Prisoner id  Add Headers to PDF Documents  
 Office Law Offices of Perry Mason  
 Unit  
 Address 1 123 Charles Street  
 Address 2 Suite 9950  
 Address 3  
 City Baltimore State MD Zip 21201  
 Country Country  
 Phone 410.555.1234 Fax 410.555.4321  
 Initials DOB End date

Email information... More user information...  
 Submit Clear

11. Click the **Submit** button on any other screen which appears, until you see a screen similar to the one below. Once you see this screen, you know your changes have been saved:

**ECF** Civil Criminal Query Reports

Updating person record...  
 Update Person Prid: 6950997  
 The update was successful... prid 6950997 - Perry Mason  
 Participant records were not altered.  
 E-mail configuration:  
 Primary e-mail address: perry.mason@mason.com  
 This e-mail address will receive notices.  
 Notice will be sent to this address on a per filing basis.  
 Notice sent to this address will be formatted as HTML.  
 This e-mail address will receive general announcement notices from this court.  
 This e-mail address will receive notices for all cases in which Perry Mason is a participant.  
[View/Hide case list](#)  
 No user update requested

12. Once you've completed steps above, you'll receive notices (NEFs) for any future filings in the case which are available to the public.